Applicant's To-Do List

Nonhighway and Off-Road Vehicle Activities Program - Nonhighway Road, Nonmotorized and Off-Road Vehicle Categories

This to-do list is designed to help you prepare and submit a grant application for the Nonhighway and Off-Road Vehicle Activities Program (NOVA) – Nonhighway Road (NHR), Nonmotorized (NM) and Off-Road Vehicle (ORV) categories.

Grants may be used to:

- *Serve people who, for the most part, recreate on or adjacent to nonhighway roads (nonhighway road)*

- *Serve people who access trail related activities via a nonhighway road for uses such as bicycling, cross country skiing, hiking, horseback riding, or snow shoeing (nonmotorized)*

- *Serve people who use ORVs for recreation including but not limited to riding an all-terrain vehicle, four wheel drive vehicle, or motorcycle (Off-road Vehicle [ORV])*

You must submit the information required through *PRISM Online*, our online project data system. These steps will guide you through the Recreation and Conservation Office (RCO) application process.

Step 1: Applicant Establishes Eligibility

- Eligible Applicants: counties, federal agencies, municipalities, Native American tribes, and state agencies.

- If you are a first-time applicant, submit a legal opinion to establish eligibility.

- Each applicant (*for acquisition, development and planning projects only*) submits a plan. **Completed plans are due March 1** – see *Manual 2, Planning Policies and Guidelines* and *RCO Planning Requirements.* For RCO purposes, plans are good for 6 years, so you already may have a plan on file establishing your eligibility.

Step 2: Applicant Reviews Materials

Review the appropriate Recreation and Conservation Funding Board (RCFB) manuals for this grant category:

- [Manual 14](#), Nonhighway and Off-Road Vehicle Activities Program – Nonhighway Road, Nonmotorized and Off-Road Vehicle categories

- [Manual 3](#), Acquisition Projects

- [Manual 4](#), Development Projects

Step 3: Applicant Submits an Application by July 1, 2014

PRISM Data Fields

PRISM will be open in mid-February to start your application. To begin, go to *[PRISM Online](#)* to access the Application Wizard and select "Get Started/Start New Application." You then will be prompted to fill out several screens of information about your project. On-screen instructions, tool tips, and links are available as you navigate through PRISM.

PRISM Attachments

There is an Attachments Screen in the PRISM Online application and you must attach the following documents before you may submit your application. Include the applicant name, project name, and RCO grant number on each attachment. Maps also must include a north arrow, scale, and labels for any major highways, roads, cities, water bodies, etc. If the project includes acquisition and development, you must attach the documents required for both project types.

- ❑ **[Authorizing Resolution/Application Authorization](#)** shows the application is supported by the political, board, or executives of your organization. You must adopt the text verbatim even if you choose to use your own format.

- ❑ **Control and Tenure Documentation** (development and maintenance projects only). Include property ownership information, such as a deed, and all applicable leases, easements, and use agreements. See *[Manual 4, Development Projects](#)*, for additional details about control and tenure.

- ❑ **Landowner Acknowledgement Form** (acquisition projects only). You must demonstrate that the landowner is aware of your interest in purchasing his/her property. There are several options to meet this requirement: see Section 3 – Application Requirements in *[Manual 3, Acquisition Projects](#)*.

- ❑ **Map: Area of Potential Effect** shows the geographic areas where a project may change directly or indirectly the character or use of historic properties or archaeological resources. The map must include a polygon of the entire project area and should show location-identifying features such as section, township and range. For most projects a topographic base map is most appropriate, though in dense populated urban settings an aerial base map can be used.

- ❑ **Map: Parcel Map** (acquisition projects only) shows the parcels to be acquired in the scope of work as well as adjacent land ownership. Show the parcels in relation to local roadways, landmarks, etc.

- ❑ **Map: Population Proximity** shows the project location in relation to nearest city limits and/or Urban Growth Boundary. Indicate on the map the number of miles (in a straight line) between the two.

- ❑ **Map: Trail and/or Facility Map** (development, maintenance and planning projects only). Up to two, single-sided pages showing the geographic scope and extent of the project including the trails and trail systems, or the facilities (such as campgrounds and trailheads), and/or features (peak, lake, river) that a typical user would expect to experience. The maps should show the complete area to be patrolled or maintained.

- ❑ **Photograph**. Every application requires at least one general project photograph in .jpg format. A current ground shot or aerial view of the project site is appropriate.

- ❑ **Preliminary Title Report** (acquisition projects only). This report helps RCO determine whether the property meets the eligibility criteria for grant funding.

- ❑ **Site Plan: Conceptual Site Plan** (acquisition and planning projects only) provides a visual diagram of the intended future use and development of the property.

- ❑ **Site Plan: Development Site Plan** (development projects only) shows the proposed improvements at the project site. Development site plans should show site boundaries, major site features, and proposed project elements. Existing and future elements should be distinguished from those in the current project. Master, schematic design, design development, and construction document level plans are suitable for development site plans.

Note that letters and other documented expressions of project support submitted with the application will be made available for advisory committee review. Applicants may also summarize this support in their presentations for technical review and evaluation.

Also note that except for a few protected items, such as cultural resources data or confidential appraisal documents, as soon as you start your application, it and most attachments will be available for review by RCO staff, evaluators, and the public.

Step 4: Technical Review

RCO sends your application to the evaluation committee for review. RCO also reviews the application for eligibility, completeness, and clarity and then returns the application with committee feedback, questions or suggested changes.

Step 5: Re-Submit Application by Technical Completion Deadline August 29, 2014

- ❑ Applicants address issues raised during technical review and make modifications, if needed.

- ❑ Applicants must complete all revisions and <u>resubmit</u> the application in PRISM Online by the Technical Completion Deadline or your application will be deemed ineligible.

Step 6: Project Evaluation

Your participation in the project evaluation meeting is mandatory for all projects considered for funding. All presentations are given in-person in Olympia.

- Prepare (or update from technical review) a PowerPoint presentation responding to the evaluation criteria found in the program manual (<u>Manual 14</u>). Note that handouts or other materials will not be permitted.

- RCO will schedule time for you to make a presentation to the evaluation team.

- Attach your PowerPoint presentation and presentation notes to your application in PRISM Online <u>at least three days before</u> the scheduled evaluation.

- Present your project to the evaluation team. You will have up to 12 minutes to present your project.

- Evaluators may ask clarifying questions and will score your project using the board adopted evaluation criteria.

RCO staff tabulates the results and shares the preliminary ranked list with the advisory committee to validate the results, establish the committee's funding recommendation, and discuss any proposed process or policy changes. RCO then announces the results of the evaluation and posts the <u>preliminary</u> ranked lists on its <u>Web Site</u>.

Step 7: Applicants Submit Pre-Agreement Materials

❑ Provide a *Certification of Applicant Match* to show what amounts and sources of match you have in hand for the project. Attach this document to your application in PRISM Online.

❑ Provide any other requested pre-agreement materials as required by RCO.

Step 8: Board Awards Grants and RCO Issues Agreements

• The Recreation and Conservation Funding Board approves grant funding after the Legislature adopts a budget.

• RCO works with you to execute a project agreement before work begins.

• You review other RCO policy manuals:

  o *Manual 7,* Long-term Obligations

  o *Manual 8,* Reimbursements

• You attend a Successful Applicant Webinar; then complete your project.